

2008 Rate-Setting Process Timeline for setting Fiscal Year 2010 utility rates

April 7, 2008

Dates in **RED** are deadlines the Customer Councils need to meet.
Shaded **GRAY** – past deadlines (document prepared 4/7/08)

DUE DATE	ITEM	OWNER	NOTES
1/31	Request payroll projections from DOM for DAS for FY10	DAS Finance (B.E.)	
2/28	Meet with division administrators about FY09 budget reprojections	DAS Finance (BAs)	
2/28	Work with division administrators to review and improve the methodologies used to determine rates of service	DAS Finance (BAs)	
3/31	Meet with division administrators about FY10 budgets, including lines of service	DAS Finance (BAs)	
3/31 (preferred) Or during April meetings	Rate methodologies approved by Customer Councils	CCs	Note: 3/31 is the ideal deadline set by DAS Finance.
3/31	Determine population	COOs	
4/12 (or asap)	Categorized list of services finalized by DAS Director after input from CCs & IGOV	DAS M&C/Director	Annual requirement per Administrative Rules. Rules deadline = Sept. 1, but completed earlier to assist in rate-setting process.
Wed. 4/16	Shared Services allocation and approval by ELT	DAS Finance (J.H.) / ELT	
Tues. 5/13 (during May meetings)	Councils review budgets on existing utilities and new pricing and service options / recommendations for FY10	CCs	This is the opportunity for Councils to weigh services received vs. pricing; determine if they want more or less, etc.

Wed. 5/14	Complete FY10 budgets	DAS Finance (BAs)	
Fri. 5/30	Complete work on rates and methodologies and meet with the division administrators for final approval	DAS Finance (BAs)	
Fri. 5/30	Rates/package review given to the CCs for their review and approval (during June meetings)	DAS Finance (BAs)	Note: HRE materials will be sent by 5/28 to comply with five-day rule for receiving meeting materials in advance
5/30	Utility rate calculations and agency impact	DAS Finance (BAs)	
6/13	Update FY09 budget	DAS Finance (BAs)	
Fri. 6/13 (during June meetings)	Customer Councils approve tentative utility rates for FY10	CCs	Rates subject to final approval following the comment period.
Mon. 6/16	Deadline to approve tentative rates	All	This is to facilitate building the mail merge document, incorporating CC information & changes into the letter and testing the information and process.
Mon. 6/16	Source files from enterprises to budget analysts	DAS GSE, HRE, ITE and SAE	
Tues. 7/1 (anytime between 6/30 – 7/3 would be OK)	Utility rates and impact communication sent to agencies (opening the comment period)	DAS M&C and Finance	Rates Communication is sent to department directors, financial managers and DOM budget analysts. Each agency receives a synopsis sheet of all the proposed DAS utility rates for FY10, in addition to a customized spreadsheet of what each rate and allocation will cost that agency, compared to the previous fiscal year. Proposed rates are also posted online.
7/6	First draft of status-quo budget offers completed and copies to Pat M.	DAS (Mark J.)	Pat will be the main contact between Mark and Budget Analysts
7/8	Goal date for SPA revisions for FY10	DAS (Mark J.)	

7/20	First draft of new budget offers – new activities or expansion/enhancement of current activities	DAS (Mark J.)	
7/25	Goal date for submission of FY10 Performance Plans	DAS (Mark J.)	
Thurs. 7/31	Last day of the public comment period; DAS M&C collects comments and forwards them to CC members	DAS M&C	Comments, questions and answers are also posted online. Note: a comment period is not required by law, but is extended as a courtesy to DAS customers.
Mon. 8/4	Review and editing of draft offers completed	DAS (Mark J.)	
Thurs. 8/14 (during August mtgs)	Public comments reviewed and FY10 utility rates finalized	CCs	
8/17	Complete any necessary revisions of budget offers	DAS (Mark J.)	
8/22	Final review of budget offers complete – submit to DAS Director for final review and approval	DAS (Mark J.)	
9/1	Deadline for setting utility rates	CCs	If the 9/1 deadline will not be met in setting a rate, a waiver must be requested by 8/31.
9/1 or shortly thereafter	Finalized rates communicated to agencies; posted on web site	DAS M&C	
9/3	Complete reconciliation of budget offer amounts to proposed budgets	DAS Finance + Mark J.	
9/17	Goal date for Prioritized Dept. SPAs (services/products/activities)	DAS (Mark J.)	
9/24	Goal date for Final Submission	DAS (Mark J.)	
10/1	Deadline to enter FY10 budgets & budget offers	DAS Finance (BAs)	

ADDITIONAL NOTES

- Please remember, customer council members are to receive meeting materials – including anything that will be discussed or voted upon – no later than five business days prior to the meeting date.

- Contact Laura Riordan (515-242-5038 / laura.riordan@iowa.gov) with questions about the rate-setting timeline.
- **PLEASE NOTE: IF THE PROPOSED LEGISLATION IS PASSED THAT COMBINES THE CUSTOMER COUNCILS AND MOVES THE ONE COUNCIL TO DOM, DEADLINES AND PROJECT 'OWNERS' MAY CHANGE**

KEY

CCs – Customer Councils
COOs – DAS Chief Operating Officers
DAS – Department of Administrative Services
DOM – Department of Management
ELT – DAS Executive Leadership Team
GSE – General Services Enterprise (of DAS)
HRE – Human Resources Enterprise (of DAS)
I/3 – Integrated Information for Iowa accounting system
IGOV – Governor's Office
ITE – Information Technology Enterprise (of DAS)
M&C – DAS Marketing & Communications (which provides support to the Customer Councils)
SAE – State Accounting Enterprise (of DAS)
SPA – Services/Products/Activities

April – August Scheduled Customer Council Meetings

	April	May	June	July	August
GSE	Cancelled	Fri. 5/9	Fri. 6/13	Traditionally cancelled – Customer comment period	Fri. 8/8
HRE	Wed. 4/2	Wed. 5/7	Wed. 6/4		Wed. 8/6
ITE	Tues. 4/8	Tues. 5/13	Tues. 6/10		Tues. 8/12
I/3	Cancelled	Thurs. 5/8	Thurs. 6/12		Thurs. 8/14